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## **ECO4 Templates to evidence private domestic premises and social housing**

### **Overview**

These templates are to be used in scenarios where the documents to be provided on request, as outlined in the ECO4 Delivery Guidance, are not available. For example, Land Registry extracts<sup>1</sup>, or a tenancy/occupancy agreement.

Suppliers need to ensure that documents demonstrating that premises are private domestic premises or social housing are made available on request and to the timelines agreed. They do not need to keep copies of the documents.

These templates must be accompanied by proof of residence dated within 18 months before the completion of the measure.

Templates 1-6 should be used for private domestic premises and template 7 for social housing.

These templates include:

- **Example Template 1:** Landlord & occupier statement for expired tenancy agreements
- **Example Template 2:** Landlord & occupier statement where no written tenancy agreement exists
- **Example Template 3:** Executor/administrator of the estate declaration of occupancy
- **Example Template 4:** Declaration where title deeds are held
- **Example Template 5:** Declaration where title deeds are lost or destroyed
- **Example Template 6:** Declaration of change of name
- **Example Template 7:** Declaration where title deeds are lost, or destroyed for social housing

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<sup>1</sup> Any references to the land registry are references to the Majesty's Land Registry in England and Wales, or the Land Register of Scotland and the Register of Sasines in Scotland.

## **Internal Only**

Templates 4 and 5 must be signed by professional third parties (these are specified in the templates). Template 7 must be counter-signed by an authorised signatory within the social housing provider. Where possible, these templates should be printed on the headed paper of the company signing the statement/declaration.

Where statements or declarations are used, you should ensure that all relevant parties:

- complete all sections laid out in the template, and
- sign and date the statement/declaration.

Where a statement or declaration refers to "a person", a person includes a natural person, body of persons corporate or unincorporated.

All templates must be completed accurately to provide evidence of private domestic premises.

### **Monitoring and auditing**

Monitoring and auditing may be undertaken to ensure that any of the following templates used to provide evidence of a private domestic premises status are completed in line with our requirements.

All templates should be provided to the installer or obligated energy supplier that is promoting the energy efficiency measure.

Completed templates may contain personal information, therefore, sending these forms to other parties will amount to the processing of personal data as detailed in the Data Protection Act 1998 (DPA). These forms must not be sent to Ofgem directly unless requested for auditing purposes.

If the information on this form is found to be false Ofgem will investigate the case and may take action if required.

### **Format of these templates**

The format of these templates may be adapted, provided that the content is not changed and Ofgem branding is not used.

**Internal Only**

**Example template 1: Landlord & occupier statement for expired tenancy agreements**

This statement confirms an occupancy agreement between the landlord [*insert name*] \_\_\_\_\_ and the occupier [*insert name*] \_\_\_\_\_ at the property [*insert address*]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

The original written tenancy agreement between the landlord and occupier has now expired. The occupier listed above currently resides at the property listed above, pays rent to the landlord and has the right to occupy the property until a date notified by the landlord.

**Landlord<sup>2</sup> address**

**Address line 1**

**Address line 2**

**Address line 3**

**Town**

**Postcode**

**Occupier address**

**Address line 1**

**Address line 2**

**Address line 3**

**Town**

**Postcode**

**Signature**

<sup>2</sup> If the landlord is a corporation or other association, please insert the name of the corporation or association.

**Internal Only**

<b>Landlord<sup>3</sup> name (please print)</b>		Occupier name (please print)	
<b>Signature</b>		Signature	
<b>Date</b>		Date	

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<sup>3</sup> Where more than one executor/administrator of the estate exists, only one is required to sign this declaration.

**Internal Only**

**Example template 2: Landlord & occupier statement where no written tenancy agreement exists**

This statement confirms an occupancy agreement between the landlord [*insert name*] \_\_\_\_\_ and the occupier [*insert name*] \_\_\_\_\_ at the property [*insert address*]

There is no current or expired written tenancy agreement for this occupier. The occupier listed above currently resides at the property listed above, pays rent to the landlord and has the right to occupy the property until a date notified by the landlord.

**Landlord<sup>4</sup> address**

**Address line 1**

**Address line 2**

**Address line 3**

**Town**

**Postcode**

**Occupier address**

**Address line 1**

**Address line 2**

**Address line 3**

**Town**

**Postcode**

**Signature**

Landlord<sup>5</sup> name  
(*please print*)

Occupier name  
(*please print*)

<sup>4</sup> If the landlord is a corporation or other association, please insert the name of the corporation or association.

<sup>5</sup> Where more than one executor/administrator of the estate exists, only one is required to sign this declaration.

**Internal Only**

Signature		Signature	
Date		Date	

**Internal Only**

**Example template 3: Executor/administrator of the estate declaration of occupancy**

This statement confirms an occupancy agreement between the executor/administrator of the estate [*insert name*] \_\_\_\_\_  
and the occupier [*insert name*] \_\_\_\_\_  
at the property [*insert address*] \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

There is no current or expired written tenancy agreement for this occupancy. The occupant listed above currently resides at the property listed above and has the right to occupy the property until a date notified by the executor/administrator(s) of the estate.

**Executor/Administrator address**

<b>Address line 1</b>	
<b>Address line 2</b>	
<b>Address line 3</b>	
<b>Town</b>	
<b>Postcode</b>	

<b>Address line 1</b>	
<b>Address line 2</b>	
<b>Address line 3</b>	
<b>Town</b>	
<b>Postcode</b>	

<b>Executor / Administrator name (please print)</b>		Occupier name (please print)	
<b>Signature</b>		Signature	
<b>Date</b>		Date	

<sup>6</sup> Where more than one executor/administrator of the estate exists, only one is required to sign this declaration.

**Internal Only**

**Example template 4: Declaration that title deeds are held**

Statement relating to the owner's [*insert name*] \_\_\_\_\_  
ownership of the property at [*insert address*] \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am aware that this statement may be used by the Office of Gas and Electricity Markets (Ofgem) in its statutory determination under The Electricity and Gas (Energy Company Obligation) Order 2022, as to whether a person is a freeholder or leaseholder (England/Wales) or the person holding the owner's interest or right (Scotland).

The property is not registered.

I confirm that [~~delete as applicable~~] I hold/my company holds the title deeds to the property and that the person named above is named on the title deed is as the freeholder or the person holding the owner's interest or right.

Name  
(*please print*)

Signature

Date

Profession / title of  
signatory and business  
activity of company

Company name

Contact address



**Internal Only**

**Example template 5: Declaration where title deeds are lost or destroyed**

Statement relating to the owner's [*insert name*]

ownership of the property at [*insert address*]

**I am aware that this statement may be used by the Office of Gas and Electricity Markets (Ofgem) in its statutory determination (under The Electricity and Gas (Energy Company Obligation) Order 2022, as to whether a person is a freeholder or the person holding the owner's interest or right.**

**The property is not registered.**

**I am satisfied that the title deeds to the property have been lost or destroyed. I have investigated ownership of the property and I am satisfied that the person named above is likely to be the freeholder or the person holding the owner's interest or right of the property.**

Name (please print)	
Signature	
Date	
Profession	Solicitor / Land conveyancer / Official from a bank or building society  <i>[delete as applicable]</i>
Company name	
Contact address	

**Internal Only**



**Internal Only**

**Internal Only**

**Example template 6: Declaration of change of name**

I am aware that this declaration may be shown to, and relied on by, the Office of Gas and Electricity Markets (Ofgem) in its role as the Administrator of the Energy Company Obligation. I declare that my name has changed from *[insert the name appearing on the document that demonstrates the person's owner/tenant status]* \_\_\_\_\_  
\_\_\_\_\_ to *[insert the new name appearing on help to heat group benefit documents or other official documents]*  
\_\_\_\_\_.

Name <i>(please print)</i>	
Signature	
Date	
Address	

**Internal Only**

**Example template 7 (Social Housing): Declaration where title deeds are lost or destroyed**

Statement relating to the Registered Social Landlord's [*insert name*]

\_\_\_\_\_ ownership of the property at [*insert address*]

I am aware that this statement may be used by the Office of Gas and Electricity Markets (Ofgem) in its statutory determination (under The Electricity and Gas (Energy Company Obligation) Order 2022, as to whether the premises are owned or let by a social landlord.<sup>7</sup>

The property is not registered.

I am satisfied that the title deeds to the property have been lost or destroyed. I have investigated ownership of the property and I am satisfied that the person named above is likely to be the freeholder or the person holding the owner's interest or right of the property.

Name ( <i>please print</i> )	
Signature	
Date	
Address	

Authorised signatory (i.e. senior manager):

Name ( <i>please print</i> )	
Job title	
Email	
Phone	
Signature	
Date	
Address	

<sup>7</sup> Provided that all applicable criteria laid out in Schedule 1 to the ECO4 Order are met.